

RSPA WAIVER REQUEST

TITLE (state applicable functional area in 6 words or less): **Annual Travel Orders**

1. *What internal rule, regulation, policy, procedure, process, etc. are you requesting to be waived (cite rule and provide brief narrative):* RSPA Order 1100.2A, Delegations of Authority and the RSPA Administrator's memorandum of 1/28/98, Blanket Travel Open Authorizations for Associate Administrators (AAs) and Staff Office Directors (SODs). The 1/28/98 memo provided for the Administrator's approval of annual travel orders for AAs and SODs on a trial basis from March 1 through September 30, 1998. This "up-front" waiver permanently establishes that process for AAs and SODs, which includes the Director, Volpe National Transportation Systems Center. These open authorizations would be renewed annually by the RSPA Administrator.

2. *What organizational benefit do you expect to accomplish through this waiver?* Streamlines the process, allows for expeditious approval, and reduces paperwork

3. *How long do you want this waiver to be in effect?* Permanently

4. *By submission of this form, consultation has been completed with ("x" where applicable):*
() Approving Official () Labor Union (X) Legal (X) Other (specify): DMA-20

5. *Name of Initiator:* _____ *Telephone No.* _____
has submitted this waiver request on: _____

6. (X) "Up-front" Waiver ("x" if applicable)

APPROVING OFFICIAL:

This waiver request has been ("x" where applicable and complete):

(X) Approved by Kelley S. Coyner on 10/15/98
(Kelley S. Coyner, Administrator)

() Recommended for disapproval by _____ on _____
because: (Typed Name and Title)

INDEPENDENT OFFICIAL:

() Approved by _____ on _____
(Stephen D. Van Beek, Deputy Administrator)

() Disapproved by _____ on _____
(Stephen D. Van Beek, Deputy Administrator)